

CLP RAS LAB ASSIGNMENT INFORMATION

Sent to: K. Coltrain (SF-RL) 214/665-8143

REMINDER: NEVER CONTACT THE CLP LABORATORIES, ONCE ASSIGNED. IF YOU HAVE A QUESTION OR MUST MAKE A CORRECTION, YOU MUST CONTACT THE RSCC OR MARGARET JAROSZ FROM SMO.

Date: 11/25/15  
Case #: 45671  
Site Name: Wilcox Oil

**REMINDER:** ALL COOLERS SHIPPED TO CLP LABORATORIES MUST CONTAIN A TEMPERATURE BLANK.

**PLEASE READ ATTACHED CONTAINER REQUIREMENT DOCUMENT**

**21 day turnaround**

110 soil samples for VOA analysis by SOM02.3  
110 soil samples for SVOA/SVOASIM analysis by SOM02.3 and MA # 2544.1  
12 soil samples for Pest/ARO by SOM02.3  
  
20 water samples for TVOA/TVOASIM analysis by SOM02.3 and MA # 2545.1  
11 water samples for SVOA/SVOASIM analysis by SOM02.3 and MA # 2544.1  
4 water samples for Pesticide analysis by SOM02.3 and MA # 2543.1  
4 water samples for Aroclor analysis by SOM02.3 and MA # 2451.1

**In SCRIBE you must enter the lab name exactly as shown below:**

Lab Name & Address: Shealy Environmental Services - EQI  
106 Vantage Point Drive  
West Columbia, SC 29172  
Attn: Brad Belding  
803-791-9700  
  
Paperwork: (1) Organic SCRIBE Traffic Report/Chain of Custody Form  
(2) Organic Sample Numbers (ex. FP100)  
(3) Chain of Custody Tape

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**Packaging and Shipping:**

- (1) Place custody seals on each sample container as well as on the cooler prior to shipment. See note concerning the use of tags in the **Container Requirements document**.
- (2) The **signed and dated** Regional copy of the traffic report/chain of custody must be sent to:  
Myra Perez  
USEPA  
10625 Fallstone Road  
Houston, Texas 77099
- (3) The Lab copies of the SCRIBE traffic report/chain of custody must be placed in a zip lock bag and taped to the inside of the cooler lid. Samples in this cooler should correspond to the ones listed on the traffic report/chain of custody.
- (4) Use 1 airbill per cooler.

ALL LOW CONCENTRATION WATER AND SOIL SAMPLES FOR ORGANIC AND INORGANIC ANALYSES MUST BE SHIPPED WITH ICE. PLACE ICE IN ZIP LOCK BAGS ON TOP OF SAMPLES IN THE COOLER.

## SMO COORDINATOR – MARGARET JAROSZ

SHIPPING INFORMATION: *Email address changed*

1. E-mail shipping information, daily, to: [mjarosz@csgov.com](mailto:mjarosz@csgov.com)
2. Please be sure to include the following information in your daily e-mail
  - a. The case number.
  - b. Name of laboratory.
  - c. Airbill number.
  - d. Number of coolers under each airbill number.
  - e. Number of samples per matrix per concentration in each cooler.
  - f. Type of analysis.
  - g. Shipping complete?
3. If you are shipping on a Friday for Saturday delivery you must call Margaret before 3:00 pm EST. Margaret's phone number is ~~703/818-4351~~. **Margaret's phone number is unknown at this time. She can be reached by e-mail.**
4. **Remember to export the xml file daily to SMO.**

### Instructions for Uploading COCs into the SMO Portal

1. Export the .xml file from Scribe using the Export button located on the top left toolbar and select the COC XML File (\*.xml) option.
  - In the Export options, select the CLP Region Copy (Includes additional Site and Geospatial Information).
2. Log in to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> using your Username and Password. If you do not have a Username and Password, register for access using your Organization.
3. Access the Submit Chain of Custody task from the SMO Portal Home page, then select the Browse button and locate the .xml file you wish to upload.
  - **NOTE:** The file will be marked with a status of either Ready to Submit, No Matching Case # or No Matching Lab Name. If the file does not have a status of Ready to Submit, ensure that the Case number, Lab Name and Lab State listed on your Laboratory Assignment were entered correctly on the COC. Use the exact format/punctuation of the Lab Name for best results.
4. Click the SUBMIT button and you will be taken to a page that indicates whether the file has been accepted for further use within the CLP program.
  - **NOTE:** If the file was not accepted for further use within the CLP program, see note in previous step for solution.

### NOTES:

- Contact the CLPSS Help Desk at [CLPSSHelpdesk@fedcsc.com](mailto:CLPSSHelpdesk@fedcsc.com) or 703-818-4200 for assistance with uploading your .xml file.

## Statement(s) of Work: SOM02.3

# of Samples	Matrix	Analysis	T A T	MA Number
4	Water	Aroclors	21	2451.1
12	Soil	Aroclors	21	None
110	Soil	Semivolatiles	21	None
11	Water	Semivolatiles	21	None
110	Soil	Semivolatiles by SIM	21	2544.1
11	Water	Semivolatiles by SIM	21	2544.1
20	Water	Trace Volatiles	21	None
20	Water	Trace Volatiles by SIM	21	2545.1
110	Soil	Volatiles	21	None
4	Water	Pesticides	21	2543.1
12	Soil	Pesticides	21	None